

Chief, Management Staff

1 November 1956

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Weekly Report - Week Ending 31 October 1956

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1. Mr. [REDACTED] completed their Intelligence Orientation Training Program. Mr. [REDACTED] completed 20 hours of on-the-job training.

2. Ten new and revised forms were completed. The work load on hand consists of 27 requests for new and revised forms.

3. Considerable additional activity was experienced by the Record Center for copies of maps and various Intelligence Reports for use on an emergency basis in conjunction with the current situation in the Middle East. One of these requests had to be completed and returned to Headquarters within three hours. The deadline was met.

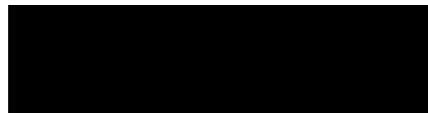
4. The Records Disposition Survey in OCR is about 50 per cent completed. Over eleven thousand cubic feet of records have been inventoried, evaluated, and segregated into 318 different items. Preliminary schedules have been prepared on the records inventory.

5. A new file system has been installed in the Office of the Chief of the Special Register. Another installation is in process in the Information Staff of the same organization.

6. Final drawings for the proposed expansion of the Record Center have been received by the Real Estate Construction Division from the Architect-Engineer. They are now being reviewed for preparation of bids.

7. The Area Records Officer for the Security Office has requested us to assist them in the development of a records control schedule for their field activities.

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